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DB/SA/757-71

15 MAR 1971

MEMORANDUM FOR :

[REDACTED]

25X

SUBJECT

: ACRB Conference - [REDACTED] 1 & 2 March 1971

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Please review the attached summary of the recent ACRB conference for completeness and accuracy. If you desire to add comments or make corrections, please forward same by close of business 19 March 1971.

[REDACTED]

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Chairman  
Agency Contract Review Board

Declassification Review by NGA

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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MEMORANDUM FOR : Director of Logistics

SUBJECT : Agency Contract Review Board Conference -  
[redacted] 1 & 2 March 1971

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1. This memorandum contains information concerning the subject ACRB conference and recommendations for your approval in paragraph 9.

2. The conference was convened on 1 and 2 March at the request of the Chairman, ACRB for the following reasons:

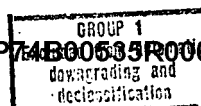
- a. To ensure that each Board member has a clear and common understanding of what the role of the Board is;
- b. To resolve specific policy or procedural issues which have been of concern to the Board;
- c. To make recommendations to the Director of Logistics for changes in the Board's charter of responsibilities and its operating procedure, if such is required or deemed appropriate; and
- d. To review the proposed Headquarters Regulation on the ACRB to ensure that it reflects a clear statement of the conferees' understanding of the ACRB's role in the field of Agency procurement, and the operating principles required to implement that role.



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4. The conference was called to order at 0915 by the Chairman, who presented the Agenda (Attachment A) for acceptance. The conferees unanimously accepted the Agenda and proceeded to review the ACRB Background Paper (Attachment B).

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SUBJECT: Agency Contract Review Board Conference - ☐ 1 & 2 March 1971

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5. The conferees were of the general opinion that the Board has performed effectively in reviewing Agency contracts and conducting studies in selected areas of the procurement process. The conferees were also in agreement that the Board has not operated effectively in significant areas of its charter, e.g., Appraisal of the Agency Procurement Structure, Organizational Changes, Procurement Team Support, Interagency Procurement Relationships, Informational Requests. (Note: In later discussion of recent reorganization in the procurement structure of the Office of Logistics, the Board recognized that these areas now fall under the responsibility of the Procurement Management Staff, Office of Logistics and accordingly noted that this change should be effected in any later revision of the Board's charter.) It was the majority's opinion that the Board should maintain a closer liaison with the Director of Logistics in order that he could be made more fully aware of Board activities and provide additional guidance or comment to the Board as he deems appropriate.

6. The Chairman next presented specific policy/procedural issues (Attachment C) to the conference and the following conclusions were developed:

a. The Board should limit its review to the broader questions of procurement policy. In coming to this conclusion, those present reviewed a table of items discussed by the ACRB during the past three years (Attachment D) and identified those areas which should continue to be reviewed.

b. The Procurement Management Staff, OL (PMS/OL), as the Board's technical procurement consultant, will prepare an independent brief of the facts, material issues, and a recommendation to assist the Board in its review of proposed contract actions.

c. Where possible, the Board's recommendations on each case reviewed will be reduced to writing prior to the adjournment of the Board.

d. The Board will generally depend on the PMS/OL to review cases subsequent to contract completion in order to gauge the effectiveness of the procurement process.

e. The Board's proper function in the determination of Agency contracting policy is as an advisor to the Director of Logistics.

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f. The Board does not agree to the narrowing of its responsibilities and authorities as reflected in the proposed [ ] (Attachment E). However, the Board does agree with the revised charter of responsibilities and authorities as set forth in Attachment F.

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g. The present composition of the Board is adequate to effectively carry out its responsibilities.

7. The following conclusions were reached relative to the questions set forth in the Agenda (Attachment A):

a. The Board feels its existing mandate, as advisor to the Director of Logistics, assures it of appropriate senior-level support.

b. The Board feels that minutes of its meetings, recommendations on proposed contract actions which are approved by the Director of Logistics, and any studies or reports authored by or on behalf of the Board should be disseminated to the Procurement Policy Panel for its information and further action where appropriate.

c. The Board feels that "need to know" is not a problem in case presentation.

d. There is no apparent need for more definitive criteria and/or guidelines with respect to the assignment, duty tour, and rotation of Board members.

e. The current docket format used to present cases to the Board should be modified to include a section for recommendations to the Board.

f. The Board should establish a fixed schedule of meetings to be held on the second and fourth Wednesday of each month subject to prior cancellation by the Chairman.

g. The Board feels that it should review production-type contracts when requested to do so by the Director of Logistics.

h. The Board does not feel it needs any special or more direct relationship between the Board and other Agency elements.

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i. The changes set forth in subparagraphs e and f should aid the Board in speeding up the review process.

j. The Board does not feel it should initiate a study on "sole source procurement" because PMS/OL is currently conducting a study on this subject. However, the Board does feel that it should conduct studies of aspects of the Agency procurement process as the need arises.

8. The conferees, after discussing the more specific points and issues outlined above, came to the following general conclusions:

a. The Board has been and should continue to be an effective entity.

b. The present composition of the Board is adequate for the execution of its responsibilities and authorities.

c. There should be a periodic interface between the Board as a whole and the Director of Logistics for his advice and guidance.

d. The Board should meet on a regular basis, the second and fourth Wednesday of each month, regardless of case review requirement.

e. The Board should conduct an annual conference with a view toward reviewing its activities and recommending to the Director of Logistics those procedural and/or policy changes which will enhance the Board's performance and help improve the procurement process of the Agency.

f. The Board should publish, via PMS/OL, procedural guidelines for the preparation of cases to be presented to the Board for its review. There is no need for a special ACRB handbook.

g. The Board's title should stress its advisory role.

h. The Board should provide the Director of Logistics, on a semi-annual basis, a report on its activities.

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9. The Board recommends that :

- a. The Board's title be changed to Contract Management Advisory Board,
- b. The current  be rescinded, and
- c. The proposed revised Charter of Responsibilities and Authority (Attachment F) be approved by the Director of Logistics and be transmitted to the DD/S for publication as a Headquarters Regulation.

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Chairman  
Agency Contract Review Board

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The recommendations in paragraph 9 are approved:

\_\_\_\_\_  
John F. Blake  
Director of Logistics

\_\_\_\_\_  
Date

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TRANSMITTAL SLIP		DATE 15 MAR 1971
TO:		DD/S&T
ROOM NO. 6E-46	BUILDING Hdqrs.	
REMARKS:  25X1		
FROM: PMS/OL		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)